

# Hall Hire

Coopers Colonial Motel is the perfect venue for your next event. Everything ranging from first birthdays to weddings, sales events & shows or cultural celebrations, the hall hire option is for events that are not requiring catering or are BYO catering and do not require staff. Alcohol can be served at these events but not sold.

## WHAT HALL HIRE INCLUDES?

Basic Room Setup / Use of tables & chairs / Linen Table Cloths / Air-conditioning  
On-site Carparking / Toilet facilities / Dance Floor / All utilities

## HALL HIRE RATES

6 Hour hall hire- \$400  
Additional hours- \$50  
Full Day hall hire- \$600  
Bond- \$200 (Refundable after the event)

## MAXIMUM SEATING CAPACITY-

Stand up- 120 (Indoor) 80 (Outdoors)  
Sitdown Banquet- 80 (Indoor)

## EQUIPMENT-

We have the following available for you to use.

80 X indoor chairs  
30 X outdoor chairs,  
7 X large round tables (seats 10),  
8 X small round tables (seats 7),  
9 X small square tables (seats 4)  
10 X long tressle tables (seats 10).

## EXTRAS-

The following extras are available for hire.

Hot water urn- \$10  
Bain Maree- \$20 each  
Black Chair cover & Tie- \$4 each  
Coloured Table Runner- \$5 each (max 10)  
Confetti Cleaning Fee- \$100  
Disposable Plate, Bowl, Knife, Fork & Spoon- \$2pp  
Disposable Water glass & Wine glass-\$2pp

The prices listed here are for an unstaffed event, staff will not be available during your function.

**To arrange an inspection of our facilities or to book an event contact us on 07 3875 1874 or email [info@cooperscolonial.com.au](mailto:info@cooperscolonial.com.au).**

**More information & photos can be viewed online at [www.cooperscolonial.com.au](http://www.cooperscolonial.com.au)**

**Coopers Colonial Motel**

1260 Beaudesert Road, Acacia Ridge 4110  
07 3875 1874  
[www.cooperscolonial.com.au](http://www.cooperscolonial.com.au)

# TERMS & CONDITIONS- HALL HIRE

**BOOKINGS-** A \$200 non refundable deposit is required when confirming a booking. (This is taken off the final price of your event)

**TIMES-** Hall hire is for 6 hours (this includes your setup time, additional hours are charged at \$50 per hour).

**FINAL DETAILS-** All details relating to room setup, extra options are required 7 Days prior to the event.

**PAYMENT-** Final payment is due 7 days before the event.

**BOND-** A \$200 security bond is required for all events. This is refunded the day after the event, provided the room is left in a neat & tidy manner with no rubbish. Failure to leave the room in a tidy manner or in any case where excessive cleaning is involved, the security bond will be forfeited.

**CANCELLATION:** Events cancelled within 14 days full cost of event will apply.

**ROOM CHANGES:** If the room is not available due to unforeseen circumstances (eg. fire or natural disaster) you will be issued a full refund for your event.

**LOSS OR DAMAGE:** to the property, carpet, fixtures or fittings caused by the client, guest, agent or contractors before, during or after the function will be the financial responsibility of the signatory of this contract.

**ENTERTAINMENT:** Management reserves the right to control the quality, style and volume of any entertainment booked. All entertainment is to finish at 11:30PM. All doors to the outside must remain closed after 10PM.

**ALCOHOL:** Alcohol can be served responsibly at your event. Any person deemed too intoxicated or is found drinking underage will be asked to leave the premises immediately. We reserve the right to verify photo I.D of any guests upon request. No alcohol is to be sold on the hall premises.

**CLOSING:** All events must finish, packed up and cleaned by 12 midnight, no items are to remain in the room after the event.

**CONDUCT OF GUEST:** Coopers Colonial Motel reserves the right to remove any guest from the premises if they behave in an unreasonable manner.

**DECORATIONS:** If confetti/ table scatters are used a \$100 cleaning fee will be applied. BluTac can be used on walls and removable clips used on curtains but all must be removed. Nothing is to be stuck to the carpet or dancefloor.

**INCLUSIONS-** Included in the hall hire cost is Tables & chairs, tablecloths, basic room setup with tables and chairs placed into approximate area, Air-conditioning, Iced water & plastic cups & use of the outdoor area.

**CLEANING-** Room & surrounds must be left in a neat & tidy manner after all events. All garbage to be removed from inside and outside the Hall. You will be provided with 1 general waste wheely bin & 1 recycling bin, any additional rubbish must be taken with you.

**KITCHEN-** There is no cooking facilities located within the hall. No kitchen or kitchen equipment are available for use.

**STAFF-** Staff will not be available during your event & will only be present at the start & end of your event.

**MAXIMUM NUMBERS-** 200 guests is the maximum size event that can be held.

**PARKING-** A limited amount of carparking is available for your guests.

**SECURITY-** An external security company must be employed for 18th & 21st birthdays exceeding 100 guests. Proof of this must be supplied 1 week prior to your event. CCTV security cameras are installed around the venue for guest safety.

**TERMS & CONDITONS-** A signed copy of this form must be handed over when booking your event.

Print Name:

Signature:

Date:

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By signing this form your agree to the terms and conditions outlined above.